

Bylaws of the School Advisory Council of West Hernando Middle School

Prepared by: Principal and School Advisory Council May 19, 2016

Article I: Name of Organization

The name of this organization shall be The School Advisory Council of West Hernando Middle School.

Article II: Purpose and Function

Section 1:

The School Advisory Council (SAC) is a resource for the school, its teachers, parents and principal. The SAC develops and oversees the implementation of the School Improvement Plan (SIP), which serves as the framework for school improvement.

Section 2:

The primary function of the SAC is to provide all stakeholders with opportunities to be active participants in the assessment of needs, development of priorities, and identification and use of resources based on an analysis of school data from multiple sources of available.

Specific functions include, but may not be limited to, the following:

1. Develop and review the implementation of the School Improvement Plan.
2. Enlist, promote, and support greater interaction between school and community.
3. Provide input in matters concerning disbursement of school improvement funds and other monies related to school improvement, and to ensure that such expenditures are consistent with the School Improvement Plan.
4. Consult with people or departments needed to support the School Improvement Plan.

Article III: Representation and Membership

Section 1:

The SAC membership shall be representative of the student body and community served by the school. The SAC shall have an appropriately balanced number of teachers, parents, support employees, students (when appropriate), business, and community members.

Section 2:

The majority (50% + 1) of the members of the SAC shall be non-school district employees.

Section 3:

SAC members representing various racial and ethnic groups and levels of socioeconomic status shall be balanced appropriately based on the representation of these groups in the communities served by the school.

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Article IV: Membership Selection

Section 1:

The SAC membership shall be constituted as follows:

1. Parents, teachers, student and support employees will be elected by their respective groups through elections.
 - i. Teachers shall be elected by teachers
 - ii. Education support employees shall be elected by education support employees
 - iii. Students (when appropriate) shall be elected by students
 - iv. Parent members shall be elected by parents in general, with all parents having an opportunity to participate in voting for any parent on the ballot.
2. There will be wide notice of SAC vacancies and election through methods that include the school website, school marquee, school newsletter, PTA/PTO meetings, announcements at open houses and other meetings, etc. The names of parents willing to serve on the SAC will be listed on a ballot, which will be distributed to all parents who will vote on the nominees.
3. Business and community members will be appointed by the principal or School Board to achieve an appropriate balance of membership.
4. Replacement members shall be elected by appropriate constituencies.
5. The law requires the school's principal serve as a member of the SAC.

Section 2:

Elections shall be held in September of each year and the installation of new members shall follow immediately. Although each school needs to determine the best time of the year for elections, it is recommended that elections be conducted in time for new members to be in place for the new school year.

Article V: Tenure

Section 1:

The term of office shall be one year

Section 2:

SAC members, other than those designated to complete unexpired terms, shall be elected to one-year terms.

Section 3:

Council members may serve multiple terms in an elected position.

Section 4:

No member may miss more than two (2) unexcused consecutive SAC meetings. As required by Fla. Stat. §1001.452(1)(d)4, in the event of two unexcused consecutive absences from a properly-noticed SAC meeting, the

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person's membership will cease and the SAC Chairperson shall arrange for the replacement of the member by election as specified in Membership Selection, Article IV, Section 1. Such individuals will fill the remainder of the term to which they were elected.

Article VI: Meetings

All SAC meetings shall be held in accordance with Florida Statute §286.011 – “Public meetings and records; public inspection”. At a minimum, the Sunshine Law requires reasonable public notice; openness of SAC meetings to the general public, in a location accessible to the public; and taking minutes of the meetings, which must be made available for public inspection following the meeting. This public notice is in addition to the minimum three (3) day's advance written notice required by Fla. Stat.

§1001.452(1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

Section 1:

There shall be a SAC meeting once per month from September through May with the exception of December.

Section 2:

SAC meetings shall be held on the day of the week/month as voted by the SAC at the first regular meeting each year.

Section 3:

The SAC Chairperson, on occasion, may call a special meeting, with reasonable public notice.

Section 4:

Subcommittees will meet as needed (See Article VII).

Article VII: Officers

Section 1:

The officers of this Council shall be a chairperson, a vice-chairperson, and a secretary. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by SAC member election.

Section 2:

The Council shall elect its officers at the first regular meeting. Officers may serve multiple terms.

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Article IX: Duties of Officers and Members

Section 1:

Chairperson – The Chairperson (or Vice-Chairperson) shall preside at all meetings of the Council and shall be ex-officio member of all committees.

Section 2:

Vice-Chairperson – The Vice-Chairperson shall act as an aide to the Chairperson and preside in the absence of the Chairperson. In the case of a vacancy in the office of Chairperson, the Vice-Chairperson shall become the Chairperson for the remainder of the unexpired term.

Section 3:

Secretary – The Secretary shall keep minutes (available to the public per Fla. Stat. §286.11) of the meetings and shall be responsible for such correspondence as is delegated to him/her by the Chairperson. The secretary shall also document activities, decisions, and attendance of the Council and its committees for accountability and send a copy to the District School Improvement Department’s Director, who will maintain records of minutes of all SAC meetings, as required by Fla. Stat. §1001.452(1)(d)5.

Section 4:

Principal – The Principal shall provide needs assessment, school improvement, and school budget data. The role of the Principal includes the development, through positive actions, of feelings of trust and mutual regard among the SAC, the community and the staff. The Principal facilitates presentations of interest to the SAC and encourages leadership from within the Council.

Section 5:

Faculty and School Staff Representatives – Members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the SAC by making available specialized information about educational programs, innovative ideas, and available resources. School staff representatives serve as communication links between the SAC and the school staff, informing others of actions and activities of the Council.

Section 6:

Parents, Business, and Community Representatives– The parents and business, and community members who serve on the SAC shall represent the view of the parents, citizens, and business and community organizations in the school community. They shall act as resources for the SAC in the areas of community-related issues that affect the school and its students. They shall serve as a communications links between the SAC, business, community and parent groups.

Section 7:

Student Representatives – Student representatives who serve on the SAC shall serve as voting representatives of all students. They relay suggestions and recommendations from members of the student body and the Student Council to the SAC for consideration.

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Article X: Voting Body

The SAC is the formal council that is responsible for voting upon and implementing the decisions for the organization. The SAC will be comprised of an elected membership and will require a quorum if any formal action is to be taken, as required by Fla. Stat. §1001.452(1)(d)1. A quorum is a majority (50% + 1) of the SAC membership. As required by Fla. Stat. §1001.452(1)(d)2, all SAC members will receive at least three (3) day's notice in writing of any matter that is scheduled to come before the SAC for a vote.

Article XI: Committees

Committees are formed to research and to make recommendations regarding specific areas that affect the organization.

Article XII: Rules of Order

Section 1:

SAC decisions shall be reached by majority vote.

Section 2:

The SAC will utilize Robert's Rules of Order in conducting meetings.

Article XIII: Additional Financial Control

Section 1:

After the SAC has voted to approve an expenditure of school improvement funds by an entity or individual, that individual/entity has a period of time not to exceed the end of the school year in which the expenditure was approved to utilize approved funding and to seek payments from the SAC. If the SAC (or the school's internal accounts bookkeeper) has not been notified that the funds were expended by that deadline, following a reminder notice to the individual/entity, the approved funding will revert back to the general SAC funds available for reallocation, absent extenuating circumstances as determined by vote of the SAC.

Article XIV: Amendments

Section 1:

The bylaws may be amended at any regular meeting of the SAC committee by a two-thirds majority of the members present and voting. Written notice to the members regarding the proposed amendment shall be at least three (3) days prior to the meeting at which it is to be voted upon. A quorum is required at any meeting for action to be taken.

Section 2:

The SAC shall review annually, and when appropriate, recommend revision of the SAC Bylaws. The adoption of revised bylaws shall follow the procedure for amendments.